

D/FBIS Chrono

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Maternity Leave and LWOP for [REDACTED]

FROM:

FBIS/PERS

EXTENSION

NO.

DATE

29 October 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [REDACTED]

C/AS

2.

DD/FBIS

31  
Oct.

PR

[REDACTED]

Director, FBIS

31 Oct 86

PR

4.

5.

6.

7.

8.

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10.

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12.

13.

14.

15.

29 October 1986

MEMORANDUM FOR: Director, Foreign Broadcast  
Information Service

FROM: [redacted]  
Chief, Administrative Staff, FBIS

SUBJECT: Request for Approval for Maternity Leave  
and Leave Without Pay - [redacted]

1. This memorandum is to inform you that as of 10 November 1986  
[redacted] will be on Maternity Leave.

2. [redacted] is presently assigned to FBIS Personnel Branch, and in  
addition to her maternity leave is requesting Leave without Pay (LWOP) to  
extend through March 1987. She wishes to use her annual leave before  
beginning LWOP.

3. I recommend that [redacted] request for LWOP be approved since we  
have been, and are understaff, and in need of trained personnel.

ATTACHMENT: Request for LWOP  
Physician's Note

APPROVED:

[redacted]  
Director, Foreign Broadcast Information Service

31 Oct 86

DATE

29 October 1986

MEMORANDUM FOR: Chief, Administrative Staff

VIA: Chief, Personnel Branch

FROM:   
Personnel Assistant, Personnel Branch

SUBJECT: Request for Maternity Leave and LWOP

I am requesting maternity leave to begin as of 10 November 1986 in that, my due date is approximately 21 November 1986. Therefore, 7 November 1986 will be my last working day.

In addition, I am requesting approximately four months of Leave Without Pay to begin after the depletion of both my sick and annual leave. I therefore, intend to return to work in the middle of March 1987 as a part-time employee. This time would allow me to adjust to the emotional and physical demands of a new infant.

ATTACHMENT: Physician's Note

APPROVED:   
 Chief, Personnel Branch

DATE: 30 Oct 86

**Page Denied**